

4531
DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP		Date
		21 NOV 1985
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DIRECTOR OF TRAINING AND EDUCATION		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate XXX	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

~~CC: DA/STO~~

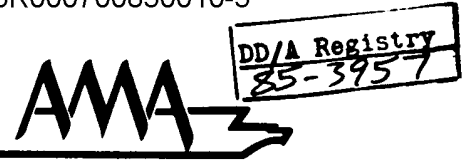
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS <i>DM</i>	Phone No.

8041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206STAT
STAT



A SPECIAL INVITATION

It's not often you get an opportunity to preview - absolutely free - 13 of the most stimulating and informative training films on the market today. So don't miss your chance.

You're invited to the American Management Association's Film/Video Training Film Exposition on **Monday, November 25th**, at the AMA Washington Training Center, 440 First Street N.W., Washington, D.C. from 9:00 - 5:00.

This is an exclusive, invitation-only preview presentation you won't want to miss! We'll be showing our newest films and VideoCourses to specially selected AMA members and customers from the Washington D.C. area.

You'll see new, award-winning training programs that tackle the issues and skills essential to organizational success: teamwork, problem-solving, presentation skills, leadership, the latest in performance coaching and supervisory techniques, and more. Each AMA film and VideoCourse is expertly designed to help you make these essential skills and concepts come alive for your company's employees.

Come to the AMA Film/Video Training Film Exposition on November 25th and preview 13 or more of the newest, and best VideoCourses and training films available today.

I'll be there to help you find the VideoCourses and films that best fit your training needs. You'll be able to develop a whole series of effective, high-quality, training programs - without breaking your budget.

Find out why AMA film/video is the brightest rising star in the field of management training and development films. To reserve your place, please return the enclosed RSVP form or call me at 683-5441. Enclosed is a schedule of the day's activities.

I look forward to seeing you there.

Sincerely,

A handwritten signature in cursive script that reads 'Mary Fran Coffey'.

Mary Fran Coffey
Regional Representative

Enclosures

American Management Association • Washington Management and Marketing Center • Independent Affiliate
1184 North Pitt Street, Alexandria, VA 22314 • (703) 683-5441

**AMERICAN MANAGEMENT ASSOCIATION'S
FILM AND VIDEOCOURSE EXPOSITION**

SCHEDULE

8:30 - 9:00	Coffee and Danish
9:00 - 9:10	It's All in Your Head
9:10 - 9:30	Career Management: When Preparation Meets Opportunity
9:30 - 9:50	Yes, You Can Make a Difference
9:50 - 10:15	Where Do I Go From Here
10:15 - 10:30	Break
10:30 - 10:40	Communications That Work
10:40 - 11:00	Bravo! What a Presentation!
11:00 - 11:15	Good Connections: Successful Telephone Selling
11:15 - 11:45	Customer Service: It's Everyone's Job
11:45 - 12:00	Questions and Answers
12:00 - 1:00	Break for Lunch (You're on your own)
1:00 - 1:20	Choosing to Lead
1:20 - 1:40	Looking at It From Every Angle
1:40 - 2:00	Team Building: A Blueprint for Success
2:00 - 2:15	What Managers Do
2:15 - 2:30	The Effective Negotiator
2:30 - 2:45	Break
2:45 - 3:10	The Effective Supervisor
3:10 - 3:25	Successful Delegation
3:25 - 4:00	In Search of Excellence, the Film
4:00 - 4:30	Questions and Answers

